



# DRAFT

**Sullivan County Delegation**  
**Wednesday, December 13, 2006, 10:30 AM**  
**Unity County Complex – Ahern Building**

**Delegation attendees:** John Cloutier – District Claremont 4, Carla Skinder – District 1, Mathew Houde – District 1, Peter Franklin – District 2, Jay Phinizy – District 5, Beverly Rodeschin – District 2, Tom Donovan – District 4, Larry Converse – District 4, Art Jillette - District 2, Brenda Ferland – District 5, Sue Gottling – District 3, and Ray Gagnon - District – 4.

**Delegate absent:** Ellen Nielsen – District 4

**Other attendees:** Sullivan County Board of Commissioners Donald S. Clarke - Chair, Ethel Jarvis - Clerk and Bennie C. Nelson – Vice Chair (arrived later), Ed Gil de Rubio – County Manager, Michael Prozzo – High County Sheriff, Marc Hathaway – County Attorney, Scott Hagar – DOC Superintendent, Sharron King – Registrar of Deeds and newly elected Commissioner Jeffrey Barrette.

**Agenda No. 1. Introduction of New Delegates**

Introductions were made to the above Delegation members.

Introductions were made of the Board of Commissioners listed above.

Introductions were made to County Manager.

Introductions were made of the other County Elected Officials and Department Heads listed above.

Commissioner Jarvis led all in the *Pledge of Allegiance*.

Introductions were made to the Commissioner Elect Jeff Barrette.

**Agenda No. 2. Meeting Minutes Review and Approve**

**Agenda No. 2.a. November 27, 2006 Minutes**

**Motion:** The Chair entertained a motion to accept the November 27, 2006 meeting minutes. Jay Phinizy moved the motion. Larry Converse seconded the motion. Discussion: Converse noted there was no mention of cost of today's meal in the minutes and the date of this meeting was noted as 12/17/06 and should be 12/13/06. Rodeschin reminded all, during the meeting, she noted cost of the tours and lunch would be taken from the Delegation line, with all Delegates

agreeing. Peter Franklin noted in the next to last paragraph, on first page, the last sentence. There is no note here that "The county Manager indicated that fund 30 was for intergovernmental transfers only." Converse asked to table this until the corrections are made in writing. Converse withdrew his second. Ferland moved to accept the minutes as amended. Rodeschin seconded the amended motion. There was no discussion. A voice vote was made. Converse voted "No", all other voted "Yes". The motion carried, with the majority.

### **Agenda No. 3      Election of New Officers**

The Chair noted if there are two or more appointments to a office, he would request secrete ballots to be submitted to him, with a Commissioner supervising the number of votes.

#### **Agenda No. 3.a.      Chair**

Chair Cloutier opened the meeting for nominations:

1. **Rodeschin nominated Brenda Ferland as Chair of the Delegation. Phinizy seconded the nomination.**
2. **Converse nominated Peter Franklin as Chair of the Delegation. Skinder seconded the nomination.**

Commissioner Jarvis noted the votes were as follows: Franklin received 8 votes and Ferland received 4 votes. **Accordingly, the Chair became Peter Franklin.**

At this point Cloutier handed over gavel to the new Chair Peter Franklin. Rep. Converse and Rep. Skinder both thanked Cloutier for the years he served as Chair. Representative Franklin thanked all for their votes.

#### **Agenda No. 3.b.      Vice Chair**

Chair Franklin opened the floor for nominations for Vice Chair

1. Jay Phinizy nominated Ray Gagnon for Vice Chair. Tom Donovan seconded the nomination.
2. No further nominations were submitted.

**Motion:      Rodeschin moved to close the nominations. A second was received from Houde. A voice vote was taken. The motion carried, unanimously. Accordingly, Ray Gagnon became Vice Chair of the Delegation.**

#### **Agenda No. 3.c.      Clerk**

Chair Franklin opened the floor to nominations for Clerk. There were some made and declined. He asked for volunteers, noting, to prospective nominees, there would be secretarial assistance provided.

**Motion** Rodeschin moved Tom Donovan for Clerk. Cloutier seconded the motion. Discussion – Donovan accepted, noting he would need assistance. Franklin closed nominations and asked the records to reflect Tom Donovan as Clerk.

**Agenda No.3.d. Executive Finance Committee Members**

Rodeschin moved to appoint Brenda Ferland as EFC Chair. John Cloutier indicated a Point of Order: Delegates can elect members to EFC, but EFC is to elect the officers. He noted also that Chair, Vice Chair and Clerk are Ex Officio's of the EFC.

Chair Franklin asked if they wanted to vote on how many EFC members there should be? Cloutier noted the statutes are not clear how many could be part of the committee. Franklin asked for volunteers. Ferland noted Nielsen volunteered for the EFC Committee.

After much discussion, the following were nominated to the EFC:

- **Ellen Nielson, Suzanne Gottling, Brenda Ferland, Larry Converse, Tom Donovan and John Cloutier.**

**Motion:** Larry Converse moved to accept all six candidates [as EFC members]. Jay Phinzy seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

**Motion:** Brenda Ferland moved the EFC do officer appointments at their first meeting. A second was received from Skinder. No discussion. A voice vote was taken. The motion carried, unanimously.

**Agenda No. 4. Appointments to Committees**

Chair Franklin requested to defer appointments to their next meeting. Cloutier noted UNH Cooperative Extension Committee requested immediate action and recommended Skinder. Cloutier noted, he historically asked for volunteers, then made the appointments. Carla Skinder noted she is willing to accept the appointment.

**Agenda No. 4.b. UNH Cooperative Extension Committee**  
**The Chair appointed Carla Skinder to the UNH Cooperative Extension Committee.**

**Agenda No. 4.c. Solid Waste District Committee**

Rodeschin and Donovan see no reason to have a Solid Waste District Committee.

**Agenda. No. g. S.C. Criminal Justice Coordinating Committee**

Ray Gagnon volunteered for the Criminal Justice committee. Franklin appointed Ray Gagnon "temporarily" to the SCJCC committee. Rodeschin objected to the word "temporarily" and recommended making it a permanent appointment. Franklin noted he would make the appointment permanent with option to "opt out".

**Motion:** Rodeschin moved to permanently appoint Representative Gagnon to the SCJCC. A second came from Donovan. Point of order: Converse asked if it was up to the Chair to pick. Franklin noted members can over rule him. Phinizy noted, as former Chair, the Chair made appointments with allowance of the entire Delegation and allowed motions to be made. Voice vote was made. Converse voted "No". All others voted in favor. The motion carried, with majority.

**Agenda No. 4.d. 5% Monies/Incentive Funds Committee**

Donovan noted this committee met 1-2 days, unlike the other committees, and is open for anyone to participate in.

**Agenda No. 4.a. Nursing Home Trust Fund Committee**

Per request of Phinizy, Mr. Gil de Rubio noted this committee meets 2-3 times per fiscal year, to review the resident funds at the nursing home, with the Committee members being: the County Treasurer, one County Commissioner, one County Delegate and a Nursing Home employee. He noted the funds are under the supervision of the County Treasurer and reported per RSA's.

**Agenda No. 5. Review 2007 Delegation Contact List**

Chair Franklin requested all to review the contact list and to submit corrections to Laurie Geer.

**Agenda No. 6. Report of the Board of Commissioners**

Mr. Clarke noted he had no formal report to provide and thanked all Delegates who helped him over the six years he held office as Commissioner.

**Agenda No. 7. Report of the County Manager**

Mr. Gil de Rubio congratulated all Delegates on their appointments.

**Agenda No. 7.b. Orientation Package Briefing**

Mr. Gil de Rubio briefed the group on the contents of their canvas bags, which included:

- FY 06 County Annual Report
- FY07 County budget, approved by the Delegates
- NHAC Brochure Role of the County Delegation
- County Government Organizational Chart
- FY 08 Budget Time Line - he encouraged them all to familiarize themselves with the time line and in particular with the RSA deadlines
- County Directory of Elected/Appointed Officials and Department Heads
- Blue binder "Sullivan County Goal Setting Retreat Summary Report", which he briefed them on. He anticipates meeting with Delegates in January with NH Primex facilitators to review goals and start a dialogue on how to accomplish

these goals. He requested the Chair to set a date, and provided a couple good dates. He noted the meeting would be approximately 2 hours, and that he's flexible on when to hold it, in the AM or PM. He anticipates his Department Heads to meet several times throughout the year, to come up with the goals, and then sit down with the Commissioners and Delegates. Rodeschin recommends meeting to discuss what the Delegation is going to be looking at, as there will be State level discussions on the budget, which is not received until February from the Governor. She also recommended they prioritize the goals.

**Motion:** Rodeschin moved to meet Monday, January 29<sup>th</sup>, 9 a.m. at the Ahern Building. A second was received from Cloutier. Discussion – this would be 9-12. A voice vote was taken. The motion carried, unanimously.

**Agenda No. 7.a. Introduction to:**

Mr. Gil de Rubio asked each of the County employees present, who had not introduced themselves earlier, to introduce themselves now. Those present were: Laurie Geer – Commissioners Office Receptionist, Jan Heighes – Conservation District Manager, Seth Wilner – UNH Cooperative Extension, Heidi Smith – Director of Nursing SCHC, Scott Wojtkiewick – SCHC Administrator, Peter Farrand – Human Resource Director, Sherrie Curtis – Human Services Coordinator and Scott Hagar – DOC Superintendent. Mr. Gil de Rubio noted his only other Department Head absent was Greg Chanis, the Facilities & Operations Director.

**Agenda No. 8. Goal/Directions Seminar – Tentatively in January 2007**  
(See above motion).

**Non agenda item request for full Delegation meeting**

Chair Franklin requested the Delegation meet to discuss the condition of the current County budget in early January. Phinizy noted this is the duty of the EFC. Discussion commenced on whether to hold a full or EFC meeting for this issue. Donovan and Ferland noted they would be holding a brief EFC meeting after adjournment today. Ferland confirmed, to Skinder, she writes highlights of her EFC meetings and verbally updates the full Delegation at their full Delegation meetings. It was decided to have the EFC update the full Delegation January 29<sup>th</sup> at 9 a.m., just prior to the presentation already scheduled. Mr. Gil de Rubio summarized, noting, the EFC would meet prior to the 29<sup>th</sup>, the full Delegation would meet at 9 a.m. and the presentation would begin at 10 a.m. The group concurred, with the understanding that if discussions regarding County finances required more time, they would adjourn the meeting at 10 a.m. for the presentation, and resume finance discussions immediately following.

**Agenda No. 9.          Adjourn for lunch and tour of Unity County Complex**

**Motion:**        **Rodeschin moved to adjourn the meeting. A second was received from Donovan. A voice vote was taken. The motion carried, unanimously.**

*Respectfully submitted,  
Sharon Johnson-Callum*

*These minutes were typed from audio tapes of the 12/13/06 meeting.*

Date the 12/13/06 minutes were approved by Delegates: \_\_\_\_\_

Clerk signature: \_\_\_\_\_